



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 29.2

Subject: Fire And Safety Monitoring In DCS Group Homes

Supersedes: DCS 29.2, 06/01/99

Local Policy: No
Local Procedures: Yes
Training Required: Yes
Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 06/01/99

Revision date: 11/01/04

Application

To All Department of Children's Services DCS Group Home Employees and Youth

Authority: TCA 37-5-101; TCA 37-5-102, TCA 37-5-106

Policy

Each DCS group home supervisor shall organize a system of monitoring fire, safety, and emergency procedures to ensure the welfare of staff, youth, and visitors.

Procedures

A. Role of the fire and safety coordinator

1. The facility supervisor shall appoint, in writing, a fire and safety coordinator to conduct all in-house inspections for fire, safety, and sanitation practices and to document these inspections on appropriate forms *CS-0117, Checklist For Weekly Fire/Safety Inspections* and *CS-0190, Weekly Sanitation Checklist*.
2. The fire and safety coordinator shall obtain and document an agreement for fire protection service through the local fire department.
3. The fire and safety coordinator shall conduct/coordinate three (3) monthly fire drills and one emergency drill quarterly in which all or most of the facility's youth must participate which shall be scheduled for various times of

day and night. Staff conducting the drills shall document them on form CS-0234, *Emergency Drill Report*.

4. Each DCS group home shall have a WRITTEN EVACUATION PLAN that details the actions to be taken in the event of a fire or other emergency. The Director of Facilities and Support Services must approve the plan, revise as necessary, and re-issue to the local fire department.
5. The fire and safety coordinator shall ensure control and documentation of flammable, toxic and caustic materials in the facility.

B. Role of the departmental fire safety officer

The DCS fire safety officer, Division of Facilities and Support Services or approved designee, shall conduct quarterly fire safety system tests and inspections at each facility and document them on forms CS-0316, *Quarterly Fire Safety Inspection*. These documents shall remain on file at the facility for three (3) years.

C. Annual inspection of the facility

Each facility shall have an annual inspection arranged by the DCS fire safety officer, DCS Division of Facilities and Support Services and conducted by State certified fire officials. The facility supervisor shall ensure that any deficiencies cited by the fire officials are corrected as soon as possible. In leased facilities, the lessor shall assume this responsibility.

D. Training of fire and safety coordinator

The DCS fire safety officer shall provide training to the DCS group home fire and safety coordinator, as needed, and ensure that this training is documented on the employee's training record.

Forms

CS-0117	Checklist For Weekly Fire/Safety Inspections
CS-0190	Weekly Sanitation Checklist
CS-0234	Emergency Drill Report
CS-0316	Quarterly Fire Safety Inspection

CS-0223 Hazardous Materials Bin Card
CS-0400 Monthly Hazardous Materials Inventory

Collateral Documents

None

ACA Standards

ACA 3-JCRF-3B-02
ACA 3-JCRF-3B-06
ACA 3-JCRF-3B-07
ACA 3-JCRF-3B-08
ACA 3-JCRF-3B-09
ACA 3-JCRF-3B-10
DCS Practice Model Standard – 8-306

Glossary

<i>Term</i>	<i>Definition</i>
<i>Fire and Safety Coordinator:</i>	The employee appointed by the DCS Group Home supervisor to conduct all in-house inspections for fire, safety, and sanitation practices in DCS group homes. This includes weekly inspections, monitoring the safety systems and planning and coordinating emergency drills.